



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

October 28, 2008

Mr. John D. Niemela, Director
County Road Association of Michigan
P.O. Box 12067
Lansing, Michigan 48901-2067

Mr. David Worthams, Asst. Director
State Affairs
Michigan Municipal League
208 North Capital Avenue, 1st Floor
Lansing, Michigan 48933

Dear Mr. Niemela and Mr. Worthams:

LOCAL AGENCY PROGRAMS
E-PROPOSAL: Update

For projects being let to contract on or after October, 2008, the Michigan Department of Transportation's (MDOT's) Local Agency Program (LAP) has required final project document submittals to be completed through the electronic proposal (e-proposal) process.

To date, LAP has successfully processed numerous projects using e-proposal. However, the staff engineers of LAP have experienced difficulty in some of the submissions. In order to make the letting process proceed smoothly, LAP has created a listing of items required for e-proposal final plan submissions; see the enclosure. Major points are reiterated below:

- All proposal documents need to be submitted as separate files, not as a combined Adobe Acrobat file. Individual documents can be submitted in Adobe Acrobat (*.pdf) or MS Word (*.doc) format.
- Unique special provision filenames need to begin with the seven digit pay item code, if applicable, and include the pay item or document name. See the enclosure for examples.
- The estimate must be submitted as a MERL file (*.merlcontract) or as a Transport file (*.csv).
- The plan set must be electronically converted to an Adobe Acrobat file (*.pdf). The title sheet can be scanned after getting required signatures. All plan sheets must be exactly 11" X 17" or 24" X 36"; decimal values slightly more or less cause printing problems and are not acceptable. **DO NOT MIX** sheet sizes within a plan set. Submit the complete plan package as one file.


Mr. John D. Niemela
Mr. David Worthams
LAP – E-Proposal: Update
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Most agencies and their consultants produce the design plans and specifications electronically and are able to submit them as needed to expedite processing. LAP staff is new to the e-proposal process and is looking at different methods to more efficiently process projects. By local agencies and their consultants submitting the final documents as shown in the enclosure, LAP will be able to process projects more efficiently for letting. E-proposal is a much more efficient system for searching the documents during the construction phase of the project. It also has the potential to reduce printing costs for contractors and MDOT personnel.

In the near future, the information included in the enclosure will be incorporated into the updated Local Agency Program guidelines document that is posted on the LAP website.

Thank you for working with LAP on this process. If you have any questions, or need further information, please contact Mr. Mark C. Harrison, Bridge Program Manager, at (517) 373-2346.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rudolph S. Cadena', written over a horizontal line.

Rudolph S. Cadena, P.E.
Local Agency Programs Engineer
Local Agency Programs

Enclosure

cc: M. Van Port Fleet
M. Harrison
C. Youngs
B. Kadzban ✓
D. Belcher
J. Scraver

Items Required for E-Proposal Final Plan Submission

NOTICE TO DESIGNERS: THE FINAL TURN IN DOCUMENTS FOR ALL PROJECTS LET TO CONTRACT ON OR AFTER OCTOBER 3, 2008, SHALL BE SUBMITTED IN AN ELECTRONIC FILE FORMAT BY EMAIL OR ON A COMPACT DISK (CD).

1. Unique Special Provisions – Submit as Individual Documents in an electronic format [Adobe Acrobat file (*.pdf) or MS Word (*.doc)].

- A. The file naming convention shall be as follows; the section of the current MDOT Spec Book followed by the name of the special provision.

Example: 2010001-Clearing.pdf
 2087001-TurbidityCurtinShallow.pdf
 7117001-BridgeRailOpenParapet.pdf
 8160050-SlopeRestoration.pdf
 502-HMAApplicationEst.pdf (This document only needs the 502 prefix)
 Etc...

- B. Each Non-Standard Pay Item needs a special provision
C. Pay Item Name must match the estimate and plans exactly
D. Pay Item Unit must be spelled out to match unit names of standard spec. book
E. HMA Application Estimate (Name the document 502-HMAApplicationEst.pdf)

2. Other Items – Submit as Individual Documents in an electronic format [Adobe Acrobat file (*.pdf) or MS Word (*.doc)].

- A. Progress Clause
B. Notice To Bidders For Utility Coordination
C. Coordination Clause (if needed)
D. Maintaining Traffic

3. Estimate

- A. The estimate must be submitted electronically as a Transport (*.csv) format. Also e-mail a PDF version of the MERL output.
B. List of Pay Items (updated from Grade Inspection meeting)
C. Breakdown between Bridge and Approach Pay Items
 1. Participating Road Pay Items, category 0001
 2. Participating Bridge Pay Items, category 0002
 3. Non-Participating Road Pay Items, category 0003
 4. Non-Participating Bridge Pay Items, category 0004
D. Pay Codes for each Pay Item

4. Plans Set

- A. The plan CAD sheets must be electronically converted to an Adobe Acrobat file (*.pdf) with the exception of the title sheet which can be scanned in after signing and sealing. Plan sheet sizes must ALL be exactly 11" X 17" or 24"X 36". **DO NOT MIX** sheet sizes within a plan set. MDOT's official plan sheet size is 11" x 17". Electronically submit the plan set as one pdf file in the order of the index: **DO NOT SUBMIT** a separate file for each plan sheet. E-mails with zipped files attached do not always get through the e-mail system. If files become larger than your e-mail system can handle, the documents can be attached to separate e-mails; **DO NOT SUBMIT** zipped files.
- B. If your proposal package is a "Log" job, submit the log title sheet as a separate electronic file in a PDF format.

5. Soil Borings and Geotechnical Report

If a separate soil boring and/or geotechnical report are required, send them as separate files; the preferred file format is MS Word but, they will be accepted in a PDF format.